

25X9

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~~SECRET~~  
Security Information

spaces from operating activities when a military incumbent is separated from the service and accepts civilian employment in the same position previously held.

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7. One of the major contributions of the Military Personnel Division during the past year was the decentralization to field stations of a great many military administrative functions. This action, accomplished 1 January 1953, came after six months of study and coordination and has thus far proved to be of value. [redacted] then of this Division, made a field trip to the Far East in the fall of 1952 to coordinate final arrangements.

25X1A

Military records of field personnel were transmitted to the field for maintenance, creating a problem when personnel movements were effected; some records were lost, others were unreasonably delayed in transit. There is now no problem with Eastern Europe Division, since that Division permits individuals to carry their records while enroute, but delay is still caused by the desire of the Far East Division that military records be pouched to and from overseas.

8. Another major accomplishment of the year in which this Division played a part was the establishment of a means of accounting for reimbursable military personnel, a procedure which becomes effective 1 July 1953. After several attempts which failed due to the non-availability of sufficient information, an accounting of Agency paramilitary personnel was successfully performed, and this Division now possesses a complete roster of such personnel. Under arrangements made with the Agency Comptroller, this Division will monitor all changes to the roster and submit quarterly average strength figures of reimbursable officer personnel to the Comptroller.

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Program for

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SUMMARY OF PROJECTS WORKED ON IN IAB FROM 1 JULY 1952 TO 31 MAY 1953  
(List of projects for month of June 1952 attached)

OCD

Total 76 Projects

1. Newspaper Clippings - Clipping marked articles from daily newspapers and assembling by geographical areas. (Continuous).
2. Indexing Biographic and Organizational Information - preparation of index cards re personalities and organizations from review of documents and assembling information for further analysis.
3. Photographic Project - Preparing files by country and province of photographs and reels of film.
4. Instructions for GMDS Cards - Typing of approximately 10,000 cards on mats, re countries, date, source, etc.
5. Cataloguing - Approximately 1,500 books and pamphlets catalogued by author, title and publisher.

25X1A

7. Who's Who Cards, McBee Cards, Biographical Sheets - Typing of information from sheets to cards.

25X1A

Reviewing and sorting documents according to subject and number.

9. Physics Abstracts and Russian Periodicals - Copying on mats information from various Physics Abstracts and Russian periodicals.
10. Indexing Russian Personalities - Preparation of work sheet of Russian persons affiliated with organizations, and writers, from periodicals and publications.
11. Biographic Abstracts - Typing of abstracts and other information from certain periodicals on cards.
12. Photostat Cutting - Cutting cards and alphabetizing.
13. Stamping of Transmittal Slips - By use of rubber stamp.
14. University Letters - Typing.
15. Reports Cards - Typing of cards for reports.

CONFIDENTIAL

OCD (Cont.)

16. International Organizations - Typing of certain marked articles on ditto sheets.
17. Numerical Lists - Typing lists.
18. Photograph Captions - Typing prepared information regarding photographs on strips.
19. Document Receipts - Separation of all receipts by publication titles and numbers.
20. Index for the UN Treaty Series - Typing cards for certain countries and organizations as indicated.
21. Consolidated Intelligence Reports - Filing in numerical order.
22. Microfilms - Itemizing certain information on foreigners wishing to study in U.S.A. (Continuous)
23. Chemical Abstracts - Typing complete texts of selections from "Chemical Abstract" journals. (Continuous)
24. Subscriber Cards - Typing of addresses of subscribers to various journals.
25. Stalin Prizes - Typing names and information on IBM cards.
26. Industrial Breakdown - Indicating the subordination of organizations and typing on cards.
27. Geographical Filing - Stamping cards and filing by country, name and institution.
28.  Typing of tabs and filing by location. 25X6
29.  Communist Infiltration - Straight copy on stencils. 25X1
30. Book Branch Letters - Typing of addresses, titles, etc., and form letters on letterheads.
31.  25X6
32.

OCD (Cont.)

33. Periodical Abstracts - Typing information regarding authors and periodicals. (Continuous)
34.  25X1
35. Procedure 4B - Typing foreign organizations with their foreign abbreviations, and source.
36.  - Selecting and listing certain information regarding authors of various 25X6
37. Russian Transliteration - Moscow Telephone Directory changed from Russian to English alphabet.
38. Library Card Filing - Filing cards by author, title, and subject matter. (Continuous)
39. Open Sources - Industrial Exploitation (Soviet Bloc) - Indexing Steel Trade Reviews for articles regarding the Soviet Union, China and satellites.
40. Map Project - Removing Agency name from maps.
41. Library Order Forms - Typing forms.
42. Organizational Filing - Alphabetical filing of cards regarding books about industry.
43. Russian Journal References Check - Checking entries in a Russian Journal against a special composite list of journals.
44. Dissertations - Typing cards from list furnished of dissertations presented for degrees in Science and Engineering in Moscow in 1950.
45. U. S. Treaty Development - Arranging treaties in chronological order.
46.  25X6
47. Procedure 4 - Indexing organizations taken from various documents.
48. Photostat Cutting and Alphabetizing - Cutting and filing photostatic copies of CIA library cards.

49. Personality Indexing from FDD Reports - Typing on cards information from Russian Journals of General chemistry.
50. Alphabetical Area Index - Typing on cards, area names by area.
51. Current Digest of the Soviet Press - Extracting and typing specific biographical information on authors of articles.
52. Navy Reserve Fitness Reports - Straight copy work.
53. Library Form Stapling - Stapling cards together.
54. Graphic Number Filing - Numerical filing of cards.
55. Magazine Articles of International Affairs - Typing on mats - (continuous)
56. Human Research Area Filing - Filing of cards by list numbers - (continuous)
57. Numerical Listings of Area Code - Preparing mats and filing by letter and number.
58.  25X6
59. Classified Typing - Typing of mats of Dissemination Directory.
60. Education Within the USSR - Typing of list of institutions.
61.  25X6
62.
63. Bibliographies- Typing.
64. Card Catalog of Law Library - Typing of catalog cards by author, title, volume number and date.
65. Monthly List of Russian Accessions - Typing project (continuous).
66. East Europe Accessions List - Typing project (continuous).

OCD (Cont.)

67. USSR Telephone Directory
68. Veterinary Academy of Lithuania - Straight copy work.
69. List of Army Reserve Officers - Typing on ditto.
70. UFAN 1932-1947 (USSR) - Typing Bibliography of Scientific Works of the Institute of Physics of Metals.
71. Herbs, Ukranian - Typing of bibliography of herbs used in folk medicine.
72. Soviet Ministries Translations - Typing.
73. Personality Charts - Typing of multilith mats.
74. Register of Astronomical Union - Typing list of members and committees.
75. Committee on Friendly Relations Among Foreign Students - Typing project.
76. Lenin and Stalin - Straight copy typing.

I&SO  
Total 4 Projects

1. Special I&S Detail in IAB - Typing cases on dictaphone machines from dictabelts. (Continuous)
2.
3. I&S Project - Typing work by partially processed personnel.
4. Skin Responses - Typing of reports on mats.

25X6



GSO

Total 1 Project

1. Printing and Reproduction Division Trainee Program - New employees trained on offset printing machine. (Continuous)

PERSONNEL

Total 7 Projects

1. Recruiting Letters - Transcribing names and addresses on letters and preparing for mailing. (Continuous)
2. Assembling of Forms - Assembling PH's and medical statements and preparing for mailing. (Continuous)
3. Occupational Definitions Manual - Copy on stencils.
4. Business School Lists - Addressing envelopes from lists.
5. Store Discount List - Typing list of stores giving discounts.
6. Personnel Booklet Stencil - Typing stencils from original booklet.
7. High School Lists - Working up list of girl students, giving name and address.

P & SO

Total 3 Projects

1. Stock Nomenclature - Typing on labels all expendable items listed in supply catalog.
2. Electrical Equipment Card Filing - Filing of cards dealing with breakdown of electrical equipment. (Continuous)
3. Labeling of Supply Catalog - Typing of labels.

OSO  
Total 2 Projects

1. Index Cominform Journal - Typing personality and country cards giving resume of text.  
(Continuous)
2. Combinations - Typing combinations of letters and numbers on long carriage typewriters.

ORR  
Total 29 Projects

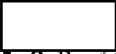
1. Foreign Area Social Science Research - Letters re catalogues on subject typed and mailed to colleges.
2. Communist China - Transcribing information from booklet to cards.
3. Estimates File Copy - Transcribing data from rough drafts to cards.
4. Production Figures - Typing on ditto masters.
5.  Straight typing from rough drafts.
6. London Times Articles - Typing on stencils.
7. Russian Vocabulary - Typing of English translations beside Russian words.
8. Oil and Gas Journal - Petroleum of Volga - Copying on cards.
9. Economic Tape Recordings - Transcribing of tape recordings.
10. Construction Materials for a Steel Plant - Typing report from original.
11. Economy of Eastern Bloc - Information taken from English translation of a  and typed on cards.
12. National Economy of USSR - Typing of report onto stencils.

25X6

25X6

ORR (Cont.)

13. Russian-English Cards - Typing information in English alphabet transliterated from Russian alphabet.
14. Railroad Freight Report - Typed on ditto sheets.
15. Soviet Economic Information - Typed on stencils.
16. Publications Abstracts - Typed on ditto sheets.
17. Bibliographic Listings - Typed on ditto mats.
18. Monthly Weather Supplement - Compiling list of information from various Russian stations.
19. Russian Bibliography - Rough draft from dictaphone tape.
20. Industry Cards - Information on cards transferred to stencils.
21. Economic Geography on Manchuria - Cutting stencils on outline.
22. Monthly List of Russian Accessions - Preparing cards from book.
23.
24. Light Metal Industry of Hungary - A draft to be typed. 25X6
25. Bibliographies Card Pasting - Prepared bibliographies pasted to cards.
26. Collectivization in Europe and Far East - An article to be typed on multilith.
27.  - To be typed. 25X6
28. Manchurian Railroad Network - Typing of stencils.
29. Fundamentals of Intelligence Methodology - Typing ditto sheets.

  
Total 2 Projects

STAT

1. Country Index Cards - Copying of information from cards to flex-a-line strips. (Continuous)

2. 

25X6

OSI  
Total 12 Projects

1. Abstracts (Bibliographies) - Copying onto mats information from State, Army, Navy and Air Force Department records. (Continuous)
2. Library File (World) - Transferring information and filing according to location.
3. Galley Proofs for New Accessions and Revisions - from Library of Congress - Proofs sorted by subject matter and geographical area, typed on IBM cards and filed.
4. Army Map Service Classification - Copying directly from Army Map Service Pamphlet.
5. Medical Reports - Extracting certain information from medical reports regarding various persons and typing.
6. Dictionary Cards - Typing cards.
7. Petroleum in the Soviet Union - Typing of report.
8. Anthropological Approach to Chinese Communism - Typing of report on multilith mats.
9. Dictionary Indexing - Typing of an index, from code to English, and English to code.
10. Secrecy Agreements - Typing of agreements necessary for employment on multilith.
11. Outline of Russian Biology and Agriculture - Typing of outline.
12. Russian Index - Three compound books on Russian writers to be typed.

IAB  
Total 3 Projects

1. Post Report - Typing straight copies.
2. Air Raid Plan - Typing of plan on multilith forms.
3. Typing Projects for IAB - Typing a variety of projects and reports.

DEPARTMENT OF STATE  
Total 24 Projects

1. [REDACTED] 25X6
2. External Research Project - Typing from cards onto ditto form, addressing envelopes and preparing for mailing.
3. External Research Paper No. 101 - Typing from rough draft.
4. Biographic Data - Straight copy work.
5. External Research Paper - Straight copy work on mats.
6. [REDACTED] Straight copy work onto hectograph. 25X6
7. Three Reports - Copying onto ditto mats.
8. Biographic Information - Typing and alphabetizing cards.
9. External Research Report No. 25 - Copy work from rough draft onto stencils. 25X6
10. [REDACTED] - Clipping various articles and preparing cards.
11. Interviews with Former Inmates of Russian Labor Camps - Copying from booklet. 25X6
12. [REDACTED]

DEPARTMENT OF STATE (Cont.)

13. Biography Cards - Typing and alphabetizing cards.
14. Doctor's Dissertation - Transcribing specific information from booklets to ditto masters.
15. External Research Report No. 27 - Straight copy work from rough draft.
16. External Research Paper - Typing exact copies on stencils.
17. Newspaper Clippings - Clipping, pasting on cards, and labeling.
18. Citizens Report on Russia - Typing exact copy.
19. Geographical Area Catalog Cards - Filing by author, institution, area and subject.
20. Typing of Abstracts for State Department - Type abstracts, preface, index, table of contents, etc.
21. Research program on the USSR - Typing a draft of external research report on stencils.
22.  Underline names on card.
23.  Alphabetize cards.
24.  Clipping and pasting on legal size sheets.

25X6

FDD  
Total 11 Projects

1. Forestry and Lumber Industry in Yugoslavia - Preparing rough draft from notes provided.
2. Islam in the Soviet Union - Typing of outline.
3. Bulgarian Economy 1948 - Typing of an outline and articles.
4. Cooperatives in Yugoslavia - Typing an outline.
5. Forest and Mountain People - Typing an outline.

FDD (Cont.)

6. Description and History [ ] Typing. 25X6
7. Communist Party Organization - To type an article entitled "Communist Party Organizations and their Influence on Party Life in Czechoslovakia".
8. Hungarian Motor Oil Production - Typing. 25X6
9. [ ] - Typing of an outline.
10. Basic Data on the USSR Tire Industry - Typing of outline.
11. Hungarian Motor Oil Production - Typing.

[ ]  
Total 1 Project

25X1

1. Communist Newspapers - Rewriting a concise report of each article appearing in Communist newspapers. (Cominform Journal)

EE  
Total 2 Projects

1. [ ] ght copy work from booklet to ditto masters. 25X6
2. [ ] Translate articles indicated.

OIS  
Total 2 Projects

1. Library File (World) - Typing information on cards and filing according to locations.
2. Black Market in USSR - Typing.

FE  
Total 2 Projects

25X6

1.  - A typing project.
2.  A typing project.

COMMO  
Total 1 Project

1. Repair and Service Information - Typing from copy.

TDS  
Total 1 Project

1. Folder Numbering - Typing tabs and placing on folders.

OPC  
Total 4 Projects

1. Subject Book List - Typing on ditto, running and assembling data.
2. Dust in Your Eyes - Straight copy work.
3. Books on Communism - Typing of authors, titles, publisher and place of publication.
4. Navy Specifications - Typing of stencils from original.

TRAINING  
Total 2 Projects

1. University and College Letters - Letters typed to be sent to each university or college on list.
2. Stapling of Geographical Sheets



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O & M  
Total 3 Projects

1. Technical Terms - Alphabetizing technical items and listing.
2. Russian Documents - Typing on cards.
3. Dictionary Ditto Masters - Typing of information from cards to ditto sheets.

IO  
Total 2 Projects

25X6

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SEPCI  
Total 1 Project

1. The Last of the Dragomans - Straight copy work from book.

ASSESSMENTS  
Total 1 Project

1. American Psychological Association - Cards prepared on military psychologists.

IDP  
Total 2 Projects

- 25X6
1. 



 To be typed on multilith.
  2. Communist Use of Political Semantics - Typing on multilith mats.

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OOC  
Total 1 Project

1.

1.

25X6

RPS  
Total 1 Project

1. Navy Catalog Guide - Typing of Navy Contractors requests for essential employees.

OMM  
Total 1 Project

1. List of Approved CIA Forms - Straight copy from rough draft to stencils.

ESS  
Total 1 Project

1. Dictation and Transcribing of Letters for Director of Personnel.

SUMMARY OF PROJECTS WORKED ON IN IAB FROM 1 JUNE 1953 TO 30 JUNE 1953

CCD

1.  25X6
2. Order Cards - Preparation of order cards, typing author and title on card.
3. Film Card - Preparation of Multilith and run of 3000 cards.
4.  - Typing card for each name in book. 25X6
5. U S S R Machine & Machine Tool Industry Publications - Typing cards for listed authors.
6. Street Addresses Transliterated From "Spravochnik Ulits Q Moskvyy" - Transferred from "Spravochnik Ulits" to separate list with aid of T/sheet.
7. Library Cards - Stapling library cards.
8. O.S.U. - Typing Russian information from 3 x 5 cards to 5 x 8 cards and proofread all typed cards.
9. Universities & Libraries, Press & Radio, Miscellaneous - Typing names & addresses on letters and envelopes.
10.  25X6
11. Soviet Transportation - Typing Soviet Transportation and Communications Bibliography on cards.
12. Monthly list of Russian Accessions - Russian Transliteration.

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OTRG  
Total 1 Project

1. Book Reviews - Typing two book reviews.

OCC  
Total 1 Project

1. Information Card File - 35 complete sets of 89 countries, 6 cards each.

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STATEMENT OF ACCOMPLISHMENTS  
Placement Branch, Personnel Division (O)  
1 July 1952 -- 30 June 1953

The activities of the Placement Branch, Personnel Division (Overt) may be broken down into five categories:

- I. Initial Placement
- II. In-Process activities
- III. Follow up of Employees
- IV. Promotion, Transfer and Re-assignment
- V. Advisory function to Operating Offices.

I. Initial Placement

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B. Clerical applicant files on individuals are not referred to operating offices since it is the responsibility of the Placement Branch (o) to hire and assign all clerical personnel through grade GS-5.

C. All of the above transactions require constant attention to assure that these applicants are advised promptly of any action in connection with their applications such as, necessity for interview, tests, pre-employment physicals, additional forms or other pertinent material and to insure that they receive periodic notification from the Agency. Overt Placement operations require the handling of approximately 70,000 phone calls and 1300 letters annually.

II. In-Process Activities

A. After security has been initiated and until the individual actually enters on duty, the Placement Branch is directly concerned with and responsible for the resolution of all inquiries and problems originating from either the individual or operating officials concerned. Questions may arise concerning releases, length of time involved for completion of processing, medical problems, reasons for rejection, etc. These problems are very often time-consuming, yet result in no tangible statistics.

### III. Follow-up of Employees

A. After an individual has entered on duty the Placement Officer responsible for the office where the individual is employed conducts a follow-up interview thirty and ninety days after the entrance on duty date. The individual and his supervisor are interviewed in order to assist the individuals adjustment to his job and to insure that maximum utilization is being made of the individuals qualifications. During the period covered by this report [ ] were follow-up interviewed. This involved [ ] interviews. In the large majority of these cases the initial placement was satisfactory. In those few cases where the placement was not satisfactory, measures were taken to adjust this situation such as; establishing a clearer understanding of the job, transfer to a more appropriate position, additional training or separation.

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B. All Personnel Evaluation Reports on overt personnel are reviewed by the overt Placement Branch. Where the reviewing Placement Officer is alerted from information contained in these reports to situations requiring corrective action, a follow-up interview is conducted and necessary action is taken. The annual number of Personnel Evaluation Reports requiring review is approximately 5,000.

C. The Placement Branch is responsible for coding the qualifications of new employees. This requires qualification coding of approximately [ ] employees annually.

25X9

D. The Placement Branch is also responsible for assigning career designations to new employees. There are approximately [ ] these annually.

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### IV. Promotions, Transfers, Re-assignments

A. All Standard Form 52's (Personnel Actions), including promotions, transfers and re-assignments initiated by the operating offices of the overt portion of CIA are acted upon by Placement Branch (O). During this period a total of 5,860 cases were processed by this Branch. The large majority of the individuals involved in these cases were suitably qualified. Some were held up for a clearer demonstration of qualifications, others required a written justification for the file in order to substantiate the action and others were cancelled as not being qualified.

### V. Advisory function to Operating Offices

A. The operating offices are constantly calling on the Placement Officer concerned with their problems for advise and counsel. Since the Placement Officer works in close harmony with the operating office, he is aware of their problems and is in a position to render valid assistance when called upon. One category which has become increasingly important is that one dealing with employees whose work is of such a nature that separation proceedings may be the best solution for all concerned. While such cases are not numerous, Division and Branch Chief's are depending more and more on their Placement Officer for valid advice concerning what steps should be taken in each particular case. The Placement Officer acts in an advisory capacity to the operating office in all separation cases.

PERSONNEL DIVISION (COVERT)  
CENTRAL PROCESSING BRANCH

- I According to CIA Reg. , Central Processing Branch is responsible for the coordination of all phases of travel operations to meet the requirements for the Agency. In order to expedite the procedures necessary to the processing of Agency travel, CPB is divided into the following:

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Upon receipt of travel orders by the Central Processing Branch, preliminary steps are taken to obtain personnel files, passport pictures, and other documentation necessary to start the actual processing. A representative of the personnel section will then call the traveler and schedule his initial processing, at which time there are provided or arranged:

- Physical examination and shots
- Passport Application papers
- Card as required
- Signature on Overseas Contract,
- Automobile Agreement, Residence and
- Dependency Report
- Booking of Travel
- Wills and Power of Attorney
- Shipment of:
  - Personal effects
  - Household goods
  - Automobile
- Pay, travel, and allowance briefing
- Pay arrangements made
- Travel advances as required
- Insurance and Hospitalization
- Medical briefing, including
  - Health conditions at Post
  - Medical facilities
  - Preventive measures on prevalent diseases
- Cover and Security
- Briefing (Review of above along with social activities, living and working conditions).

25X1C

CONFIDENTIAL



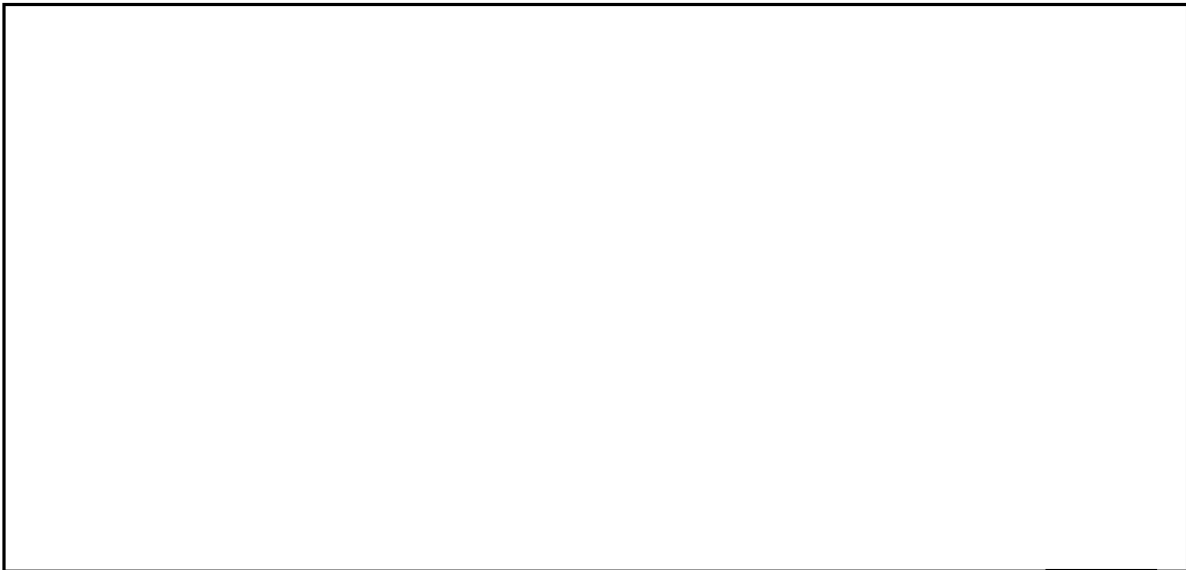
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2. Dependents Monthly average 8  
Travel arrangements are made for those dependents residing in the Washington, D. C., area in the same manner as for the principles. Dependents residing elsewhere are handled through correspondence with Passenger Movement Branch/Logistics.

25X1A



F. RETURNEES INTERVIEWED:

Monthly average



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All employees returning from overseas to headquarters for any reason should report to the Central Processing Branch for: the scheduling of required debriefings; physical examinations; the issuance of building badges; the completion of payroll data and travel vouchers; the coordination with Passenger Movement Branch/Logistics for the return shipment of effects; and, if PCS, an interview arranged with the subjects' placement officers.

IV FINAL BRIEFING:

The movement of an employee overseas is one of the most important acts of his entire life. It may involve the selling of his home, movement of household furnishings, change of schools or health conditions for his children and many other complex situations.

Due to the importance of this assignment, Central Processing Branch has assigned to a final briefer, the responsibility of verifying that the traveler's processing has been thorough and complete. She questions his awareness of the new assignment's requirements and points out to him and his spouse the social activities, working and climatic conditions, household needs and other points of interest. Pertinent information relative to each station is constantly being compiled from data gained from the

25X1 the operating divisions, debriefing returnees and other sources. All [redacted] are on file and a traveler is required to read the report pertaining to his new station.

V DEVELOPMENT:

The chief and assistant chief, in addition to their normal branch responsibilities spend on an average of eight to sixteen hours per week in attendance at project conferences involving Central Processing Branch action. A lecture on the functions and services of the branch is presented before those personnel enrolled in the Administrative Training Courses.

A continuous study and effort is being made to expedite the processing procedure without undue loss of vital factors. Time studies have shown that the average traveler could complete his initial processing under normal work load conditions in approximately two hours and fifteen minutes.

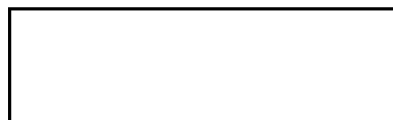
Forms utilized in our daily operations are being revised and data inserted which may be of use to the Agency or other components. The new Residence and Dependency form recently printed now contains information on wills, insurance, and power of attorney which is of importance to the Personnel Relations Branch.

Branch personnel are required to be familiar with the current regulations pertaining to travel and allowances, issued as listed: CIA; AFR; CSI; Joint Travel; Foreign Service; and Government Travel.

VI REPORTS:

The following reports are being prepared and submitted to the components noted:

1. Weekly Narrative to C/PDC
2. Daily Memo of Returnees (PCS & TDY) to C/PDC:O/TR:TSS:DD/P/Admn:PDC/Placement: Personnel Director
3. Daily Memo of TDY Travelers to PDC:Personnel Director:DD/P/Admn:I&SO:DD/P/Ex.Secr.
4. Periodic Memo to I&S transmitting badges of departees (every 3 days)
5. List of "XG"(Vouchered) travel orders to Fiscal Division.



25X1A

SECRET  
Security Information

CENTRAL PROCESSING BRANCH  
OUT-GOING (FOREIGN) CHECK SHEET

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ APPOINTMENT: \_\_\_\_\_  
ESTINATION: \_\_\_\_\_ AVAILABLE DATE: \_\_\_\_\_ TDY: \_\_\_\_\_  
PSC: \_\_\_\_\_

PERSONNEL:

Personnel Files:

Funds \_\_\_\_\_  
Slot \_\_\_\_\_  
Overseas Agreement \_\_\_\_\_  
R&D Report \_\_\_\_\_

Check:

OCI \_\_\_\_\_  
OTR \_\_\_\_\_  
PSO \_\_\_\_\_  
COMMO \_\_\_\_\_

Interview:

Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_  
Birth Documentation \_\_\_\_\_  
Pictures Secured \_\_\_\_\_  
Passport Ltr&Application \_\_\_\_\_

25X1C

	_____
	_____
	_____
	_____
	_____

Draft Information \_\_\_\_\_  
Form 300 \_\_\_\_\_

Reserve Permission \_\_\_\_\_

DEPENDENTS:

25X1C

Passport Ltr(s) & Application \_\_\_\_\_  
Request \_\_\_\_\_  
Date of Issue \_\_\_\_\_

	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____

MEDICAL:

Briefing \_\_\_\_\_  
Issue Insurance Certificate \_\_\_\_\_  
Physical Immunizations \_\_\_\_\_

FINANCE:

Check:

Accounts \_\_\_\_\_  
Hospitalization & Insurance \_\_\_\_\_  
Credit Union \_\_\_\_\_

Finance Briefing:

Arrange Travel Advance \_\_\_\_\_  
US Allottee Bank \_\_\_\_\_  
Separation Allowance \_\_\_\_\_  
FDDS(or) \_\_\_\_\_  
PAD and PDS \_\_\_\_\_

SECURITY:

I&SO Briefing \_\_\_\_\_

CPB:

Briefing \_\_\_\_\_  
(Local conditions, travel tips, etc.) \_\_\_\_\_  
Processing Understood? \_\_\_\_\_

REMARKS:

CENTRAL PROCESSING BRANCH  
INCOMING (FOREIGN) CHECK SHEET

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE REPORTED TO HEADQUARTERS: \_\_\_\_\_

STAFF COMPONENT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ TDY: \_\_\_\_\_  
FI, PP, PM, etc.) \_\_\_\_\_ PCS: \_\_\_\_\_

COUNTRY WHERE STATIONED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ DATE REPORTED TO CPB \_\_\_\_\_

PERSONNEL:

Pick up Documents: \_\_\_\_\_

Passport: \_\_\_\_\_

Immunization Card: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

Leave Plans: \_\_\_\_\_

Address on Leave: \_\_\_\_\_

Badge Request: \_\_\_\_\_

Notify P/I: \_\_\_\_\_

Notify PSO: \_\_\_\_\_

Notify Admin. Office: \_\_\_\_\_

Qualification Questionnaire: \_\_\_\_\_

Rec'd. & sent to Placement: \_\_\_\_\_

TRAVEL:

Inform Transportation Division: \_\_\_\_\_

Home Leave Trans. if required: \_\_\_\_\_

Trans. back to Post if TDY: \_\_\_\_\_

FINANCE:

Date of Departure: \_\_\_\_\_

Date last field payment: \_\_\_\_\_

Amount last field payment: \_\_\_\_\_

Confirm Bank Address: \_\_\_\_\_

Submit Transfer & Clearance to FD: \_\_\_\_\_

Voucher Assistance: \_\_\_\_\_

MEDICAL:

Physical: \_\_\_\_\_

Necessary Immunizations: \_\_\_\_\_

Debriefing: \_\_\_\_\_

SECURITY:

I&SO Debriefing: \_\_\_\_\_

CPB:

Debriefing: \_\_\_\_\_

Post Report Material: \_\_\_\_\_

REMARKS:

CONFIDENTIAL

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